

COUNTY FACILITIES – CENTRAL MAINTENANCE

Department Overview

The County Facilities Fund was established to track expenses for the Courthouse, Law and Justice Center, and Detention Center. In recent years the County has added the Health and Human Services Building (under triple Net rental agreement), the Guenther Memorial Building (adjacent to the Law and Justice Center), and in FY 08 will add the Courthouse Annex (which will replace the triple net lease building). Costs include cleaning, repair, heating, cooling, upkeep and other costs associated with each building. As directed by the County Commission the Facilities Department's primary responsibility is the day-to-day operation and maintenance of these buildings.

The County Building Manager is responsible for the activities and expenses associated with maintaining county buildings. Included in the budget is money set aside and charged in prior years and FY 07 of \$.95 per square foot for capital projects. This money is deposited into a separate fund called the City/County Building Maintenance Reserve Fund. The CIP Committee and County Building Manager recommend disposition of this money's based on individual building needs.

For FY 07 the top priority by the manager, recommended by the CIP Committee and approved by the County Commission is boiler replacement at the Law and Justice Facility, and improvements to the Storage Area roof at the Courthouse.

For FY 07 the manager requested reinstatement of a maintenance worker position, a 3.5% increase in operational costs and capital reserves. In addition the manager asked for \$98,000 in extra ordinary cost increases.

The County Commission did not approve the position, authorized the 3.5% increase in operations and approved \$48,000 in extra ordinary costs for utilities. The approved budget moved non-specific capital reserves to operations. This is consistent with the departments past history of actual expenses. The department ended the year with only \$17,787 in working-capital - far below the optimum needed to operate a \$1.3 million activity..

The City County Building Fund is budgeted for \$376,315. The Law and Justice Center will see \$296,000 Boiler Replacement, Cooling Tower Upgrade, and Carpet / Flooring Replacement, while the Courthouse will see \$40,000 spent on the Storage Area Roof Repair.

Department Goals

- Maintain functional, efficient and safe county buildings.
- Buildings ready for business at start of each day.
- All life safety systems are fully operational and code compliant.
- Work with Commission and CIP Committee to develop a County Building Index

Recent Accomplishments

- Improvements to parking lot at the Law and Justice Facility and County Courthouse.
- Incorporated Guenther Memorial Building into Facilities Management Process.
- Purchased carpet cleaning equipment-work program has completed task of shampooing several department carpets at Law & Justice Center.
- Set up tracking system on standardized supplies and utilities budget analysis.

PUBLIC WORKS

COUNTY FACILITIES – CENTRAL MAINTENANCE

Department Budget – Facilities & Building Reserve

Object of Expenditure	Actual FY 2005	Final FY 2006	Actual FY 2006	Request FY 2007	Preliminary FY 2007	Final FY 2007
Personnel	\$ 190,591	\$ 220,547	\$ 202,026	\$ 225,415	\$ 198,090	\$ 198,224
Operations	852,741	765,836	919,990	1,000,446	977,771	1,090,397
Debt Service	-	-	-	-	-	-
Capital Outlay	75,699	422,634	230,974	435,921	485,921	388,121
Transfers Out	-	-	-	-	-	-
Total	\$ 1,119,031	\$ 1,409,017	\$ 1,352,990	\$ 1,661,782	\$ 1,661,782	\$ 1,676,742

Budget by Fund Group

General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Revenue Funds	65,000	301,305	165,000	311,489	361,489	376,315
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	1,054,031	1,107,712	1,107,712	1,350,293	1,300,293	1,300,427
Trust & Agency Funds	-	-	-	-	-	-
Total	\$ 1,119,031	\$ 1,409,017	\$ 1,272,712	\$ 1,661,782	\$ 1,661,782	\$ 1,676,742

Funding Sources

Tax Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Tax Revenues	1,026,347	1,082,205	1,082,205	1,173,695	1,221,695	1,332,640
Cash Reappropriated	92,684	326,812	190,507	488,087	440,087	344,102
Total	\$ 1,119,031	\$ 1,409,017	\$ 1,272,712	\$ 1,661,782	\$ 1,661,782	\$ 1,676,742

Department Personnel

Personnel Summary

No	FT/PT	Title	FTE
1	Full-Time	Facilities Manager	1.00
3	Full-Time	Maintenance Worker II	2.00
1	Part-Time	Administrative Secretary II	0.62
Total Program FTE			3.62

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2007 Budget Highlights

Personnel

- Reduction of maintenance worker.

Operations

- For FY 07 the top priority by the manager, recommended by the CIP Committee and approved by the County Commission is boiler replacement at the Law and Justice Facility, and improvements to parking lot at the County Courthouse.

Capital

- Facilities – items approved are Copier \$5,000, Desktop Computer \$2,500, Laptop \$2,500 and Cabinets \$1,806.
- City / County Building Reserve L & J \$290,000, Courthouse storage roof \$40,000, and balance in Courthouse Reserve.

County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which the County Facilities-Central Maintenance is striving to fulfill those goals.

Exceptional Customer Service

- Departments see Facilities Services as value added to the Departmental functioning.
- Opportunities for employees to gain professional experience.

Be Model for Excellence in Government

- Departments are adequately informed of service contract provisions.
- E-mail work order process that allows for user friendly progress status reports.
- Departments sufficiently understand the cost of their requested services.

Improve Communications

- Follow-up with departments on contract issues(i.e. Janitorial Services).
- Departments sufficiently understanding cost of requested services by providing cost estimates and/or price quotations.

To be the Employer of Choice

- Safety focus within the facilities work place environment is pervasive.

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WORKLOAD INDICATORS/PERFORMANCE MEASURERS

Workload Indicators

Indicator	Actual FY 2004	Actual FY 2005	Estimate FY 2006	Projected FY 2007
1 . Hours and frequency of problems found		869	424	
2 . Safety checks-completed monthly		12	12	
3 . Purchase/lease of additional County facilities	5	6	1	

Performance Measures

Measure	Actual FY 2004	Actual FY 2005	Estimate FY 2006	Projected FY 2007
1 . Facility down time				
2 . Work orders processed		877	1001	
3 . Number of low Cost Labor Hours used		21.4	42.8	
4 . Maintain 85% satisfactory rating from departments	Survey not completed			

Commentary

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